

## EDUCATION SCHOOL NURSE CONSULTANT

The Education School Nurse Consultant reports to the Team Leader for Coordinated School Health. This full-time position supports all student health services by providing general leadership, consultation, and direction in the development and promotion of quality school nursing services. All student health service activities will build capacity for effective Coordinated School Health Programs.

### **Roles and Responsibilities:**

Participate in the communication of guidelines and protocols and updates, to all school nurses, school districts, public health offices, and other agencies providing school nursing services to schools.

Assess and determine training methods for nursing procedures and practices to be followed in Kentucky public schools in conjunction with policies of the Kentucky Board of Nursing and the Nurse Practice Act.

Provide technical assistance in the definition and clarification of nursing procedures that may be delegated to unlicensed personnel.

Provide assistance to districts and schools in the specific employment qualifications/requirements for school nurses and related personnel.

Provide professional development to all school nurses in the area of documentation, record keeping, and reporting/collection and analysis of data.

Participate in the Intra-Agency Coordinated School Health Team.

Provide technical assistance in improvement for schools and local health department school health services.

Serve as KDE's liaison and resource expert in the area of school nursing practice at the local and state levels.

Monitor, interpret, and disseminate relevant and current information to user groups associated with changes in health and medical care, school nursing practice, and related legal and legislative issues.

Serve as a member of appropriate boards and committees, as directed.

## LOCAL DISTRICT HEALTH COORDINATOR

### Roles and Responsibilities:

Evaluate services in the school health program to plan for more comprehensive services for the child, family, and schools as necessary; assist in the formulation of the school health program.

Develop methods to evaluate the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs, coordinate with other professionals and citizens groups in researching, planning and implementing the school health program.

Coordinate activities of the Health Department with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.

Participate as a team member for in-service education in schools, Pupil Personnel Services, and the Health Department; organize and assist in the health education of parents, teachers and administrative groups.

Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.

Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.

Act as safety coordinator for the school system; assist the principals in establishing school safety committees and the supervision of school safety procedures and practices.

Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record-keeping systems.

Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.

Participate in conferences with parents and/or teachers regarding problems of individual pupils or the classroom as a whole; provide counseling according to established guidelines.

Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.

Observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.

Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.

Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.

Supervise the reporting of any known or suspected communicable disease cases to the local health department.

Perform related duties as assigned.

### **Knowledge And Abilities:**

#### **Knowledge Of:**

- Policies, objectives, rules, and regulations related to the school health program
- Vision, hearing, dental and other screening techniques
- Promotion and public speaking techniques
- Conference and counseling techniques
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Health and safety regulations
- Communicable diseases

#### **Ability To:**

- Plan, coordinate, implement and modify a comprehensive health services program for the district
- Train others in proper screening techniques
- Communicate with others regarding a variety of health-related activities and concerns
- Coordinate a variety of health related activities
- Provide consultation to parents, students, teachers, and school authorities
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Compile data and verify data and prepare reports
- Learn district organization, operations, policies, and objectives
- Work independently with little direction
- Plan and organize work
- Observe health and safety regulations

### **Education, Experience, And Licenses:**

Any combination equivalent to:

- Graduation and licensure from a Registered Nursing program and three years nursing experience;
- Graduation from a four -year psychology program and one year of related experience; or
- Graduation and licensure from a four-year social work program and one year of related experience.

## **HEALTH SERVICES ASSISTANT**

### **Roles and Responsibilities:**

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports.

### **Representative Duties:**

- Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
- Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.
- Schedule students for and assist with vision, hearing, scoliosis and dental screenings; schedule follow-up appointments if further testing are required.
- Prepare, maintain and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed.
- Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
- Attend meetings and assist other school personnel as required.
- Operate standard office equipment as required
- Perform related duties as assigned.

### **Knowledge And Abilities:**

#### **Knowledge Of:**

- Basic First Aid and age-appropriate CPR techniques
- Health and safety regulations
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy

#### **Ability To:**

- Administer first aid to ill or injured students
- Establish and maintain files, records, reports and referrals.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Read, explain and follow rules, regulations, policies and procedures
- Learn and apply appropriate care and procedures related to ill or injured students
- Perform clerical duties such as filing, duplications, typing and maintaining records
- Operate standard office equipment as required
- Complete work with many interruptions

**Education And Experience:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of clerical or office experience

**Licenses And Other Requirements:**

Valid First Aid and CPR Certificate issued by an authorized agency

**KENTUCKY DEPARTMENT OF EDUCATION  
CONCEPTUAL MODEL FOR HEALTH SERVICES**

STUDENT  
HEALTH  
OUTCOMES

INDIVIDUAL HEALTH PLAN  
(IHP)

PROCEDURES

POLICIES

HEALTH SERVICES GUIDELINES

NATIONAL SCOPE AND STANDARDS OF PROFESSIONAL PRACTICE

KENTUCKY LAWS (STATUTES/ADMINISTRATIVE REGULATIONS/ADVISORY OPINIONS)

*Developed by Barbara Donica, MA, RN and Karen Erwin, MSN, RN*

## DEFINITIONS FOR KDE CONCEPTUAL MODEL

*Kentucky Laws:* KRS 156.501 and KRS 156.502. KRS Chapter 314, and a listing of Title 201, Chapter 20, of the Kentucky Administrative Regulations that guide nursing practice in Kentucky. Advisory Opinion Statements from the Kentucky Board of Nursing are authorized by KRS 314.

*National Scope and Standards of Professional Practice:* delineates the professional responsibilities whose clinical practice includes the delivery of school health services

*Health Services Guidelines:* serves as a resource of information for the delivery of health care services in Kentucky schools according to Kentucky Statutes and Regulations.

*Policies:* a set of standards that defines what is to be implemented in specific terms for a broad category of health care issues; defines medical/nursing management of common health care issues

*Procedures:* a step-by-step plan of action that may be “technically” based, e.g. medication administration, or insertion of a urinary catheter

*Individual Health Plan (IHP):* an individual plan of care that provides for effective and efficient delivery of health care services; that promotes school success for the student and reduces the potential for liability to the school district. Key participants in the development of the IHP include the child, the parent/guardian, school administrator, school nurse, student’s health care provider and other community agencies.

*Student Health Outcomes:* a measurement of achievement as they relate to the student’s health goals written in the IHP. The outcomes are used to evaluate the effectiveness of the delivery of care and whether the student’s health goals were achieved.

## SCOPE OF PRACTICE DETERMINATION GUIDELINES

The *Kentucky Nursing Laws* (KRS Chapter 314) defines “licensed practical nursing practice,” “registered nursing practice,” “advanced registered nursing practice,” and holds all nurses individually accountable and responsible for their nursing decisions and actions. The Kentucky Board of Nursing (KBN) interprets the statutes governing nursing practice and issues advisory opinions<sup>1</sup> as guidelines on what constitutes safe nursing practice.

When the performance of a specific act is not definitively addressed in the *Kentucky Nursing Laws* or in an advisory opinion of the Board, the nurse must exercise professional judgment in determining whether the performance of the act is within the scope of practice for which the nurse is licensed. The KBN has developed a decision tree chart that provides guidelines to nurses in determining whether a selected function is within a nurse’s scope of practice now or in the future.

### Statutory Definitions and Policy

KRS 314.011(10) defines “licensed practical nursing practice” as:

...The performance of acts requiring knowledge and skill such as are taught or acquired in approved schools for practical nursing in:

- a) The observing and caring for the ill, injured, or infirm under the direction of a registered nurse, a licensed physician, or dentist.
- b) The giving of counsel and applying procedures to safeguard life and health, as defined and authorized by the board.
- c) The administration of medication or treatment as authorized by a physician, physician assistant, dentist, or advanced registered nurse practitioner and as further authorized or limited by the board which is consistent with the National Federation of Licensed Practical Nurses or with standards of practice established by nationally accepted organizations of licensed practical nurses.
- d) Teaching, supervising, and delegating except as limited by the board.
- e) The performance of other nursing acts which are authorized or limited by the board and which are consistent with the National Federation of Licensed Practical Nurses’ Standards of Practice or with standards of practice established by nationally accepted organizations of licensed practical nurses.

KRS 314.011(6) defines “registered nursing practice” as:

...The performance of acts requiring substantial specialized knowledge, judgment and nursing skill based upon the principles of psychological, biological, physical and social sciences in the application of the nursing process in:

- a) The care, counsel, and health teaching of the ill, injured, or infirm.
- b) The maintenance of health or prevention of illness of others.
- c) The administration of medication and treatment as prescribed by a physician, physician assistant, dentist, or advanced registered nurse practitioner and as further authorized or limited by the board, and which are consistent either with the American Nurses’ Association Standards of Practice or with standards of practice established by nationally accepted organizations of registered nurses. Components of medication administration include, but are not limited to:
  1. Preparing and giving medication in the prescribed dosage, route, and frequency;
  2. Observing, recording, and reporting desired effects, untoward reactions, and side effects of drug therapy;
  3. Intervening when emergency care is required as a result of drug therapy;
  4. Recognizing accepted prescribing limits and reporting deviations to the prescribing individual;
  5. Recognizing drug incompatibilities and reporting interactions or potential interactions to the prescribing individual; and
  6. Instructing an individual regarding medications.
- d) The supervision, teaching of, and delegation to other personnel in the performance of activities relating to nursing care.
- e) The performance of other nursing acts which are authorized or limited by the board, and which are consistent either with American Nurses’ Association Standards of Practice or with standards of practice established by nationally accepted organizations of registered nurses.

KRS 314.011(8) defines “advanced registered nursing practice” (ARNP) as:

...The performance of additional acts by registered nurses who have gained added knowledge and skills through an organized post-basic program of study and clinical experience and who are certified by the American Nurses’ Association or other nationally established organizations or agencies recognized by the board to certify registered nurses for advanced nursing practice. The performance of these additional acts shall be consistent with the certifying organization or agencies’ scopes and standards of practice recognized by the board by regulations.

KRS 314.021(2) states that:

All individuals licensed under provisions of this chapter shall be responsible and accountable for making decisions that are based upon the individuals’ educational preparation and experience in nursing and shall practice nursing with reasonable skill and safety.



# DECISION TREE/GUIDELINES FOR DETERMINING SCOPE OF PRACTICE

1. Describe the act being performed.



2. Is the act expressly permitted/prohibited by the *Kentucky Nursing Laws* for license which you hold?

**Permitted**

**Unsure**

**Prohibited** ➡ **Stop**



**Yes**

**No**



**Stop**



**Go to 5**



3. Does the act require application of substantial specialized nursing knowledge, skill, and independent judgment?

**Yes**

**No**



WITHIN SCOPE OF RN OR ARNP, OR MAYBE<sup>2</sup>  
ARNP PRACTICE ONLY

MAY BE WITHIN SCOPE OF RN OR LPN PRACTICE



4. Is the act consistent with the scope of practice based upon at least one of the following factors?

- National nursing organizations' standards of practice.
- Nursing literature and research.
- Appropriately established policy and procedure of employing facility.

**Yes**

**No** ➡ NOT WITHIN YOUR SCOPE OF PRACTICE



5. Do you personally possess the depth and breadth of knowledge to perform the act safely and effectively as demonstrated by knowledge acquired in a prelicensure program, post-basic program, or continuing education program?

**Yes**

**No** ➡ NOT WITHIN YOUR SCOPE OF PRACTICE



6. Do you personally possess current clinical competence to perform the act safely?

**Yes**

**No** ➡ NOT WITHIN YOUR CURRENT SCOPE OF PRACTICE  
UNLESS COMPETENCE IS ACHIEVED



7. Is the performance of the act within the accepted "standard of care" which would be provided in similar circumstances by reasonable and prudent nurses who have similar training and experience?

**Yes**

**No** ➡ NOT WITHIN YOUR SCOPE OF PRACTICE:  
PERFORMANCE OF ACT MAY PLACE BOTH NURSE  
AND PATIENT AT RISK



8. Are you prepared to accept the consequences of your action?

**Yes**

**No** ➡ THE ACCOUNTABILITY THAT IS REQUIRED BY KRS  
314.021(2) IS NOT ASSUMED



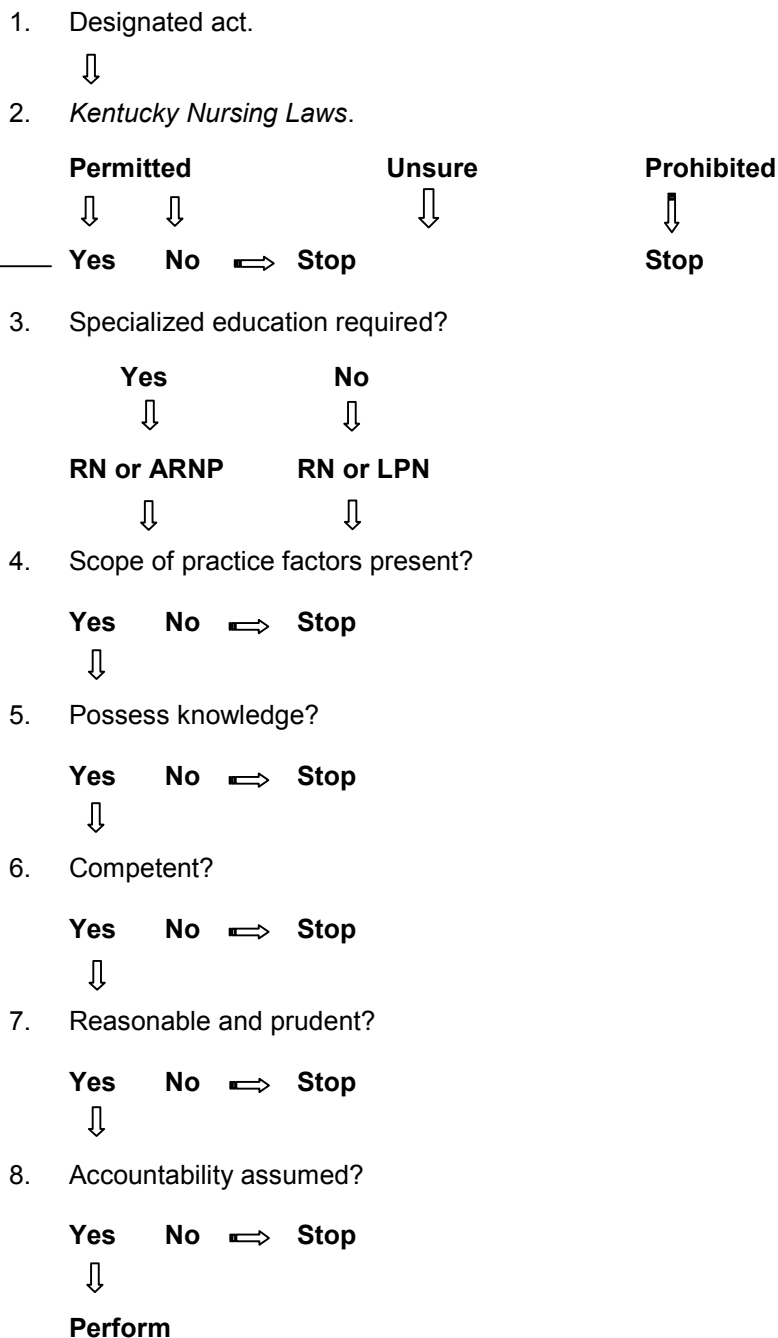
PERFORM THE ACT — BASED UPON VALID ORDER WHEN  
NECESSARY, AND IN ACCORDANCE WITH APPROPRIATELY  
ESTABLISHED INSTITUTIONAL POLICY AND PROCEDURE

NOT WITHIN YOUR SCOPE OF PRACTICE



ASSUME ACCOUNTABILITY FOR PROVISION OF SAFE CARE

NOTIFY APPROPRIATE PERSON(S)

**GUIDELINES SUMMARY: DETERMINING SCOPE OF PRACTICE**

- 1 An advisory opinion is not a regulation of the Board and does not have the force and effect of law. It is issued as a guidepost to licensees who wish to engage in safe nursing practice and who wish to minimize the possibility of being subjected to malpractice litigation. (Copies of advisory opinion statements and the *Kentucky Nursing Laws* are available for purchase from the Kentucky Board of Nursing office.)
- 2 The legal scope of advanced registered nursing practice is defined by a) post-basic education; b) certification as an advanced practiced nurse; and c) the national nursing organization's published scope and standards of practice.

Approved: 2/88

Revised: 8/90; 2/91; 10/92; 6/00; 9/01

Updated: 4/95

Reviewed: 12/96; 5/00

## HEALTH SERVICES FOR STUDENTS AND EMPLOYEES

	School Nurse	Nurse Assistant	Volunteer
First Aid (illness/injury)	X	X*	X*
Health appraisal	X		
Mandated screening (vision, hearing, scoliosis)	X	<b>X</b>	
Immunization monitoring	X	X*	
Administration of prescribed medication	X	X*	
Pediculosis screening and treatment	X	X*	
Special procedures (clean intermittent catheterization, tube feeding, tracheostomy suction, etc.)			
Teaching	X		
Monitoring	X		
Service delivery	X	X*	
Pregnancy case management	X		
Drug toxicity assessment	X		
Management of communicable diseases	X**		
Individual health counseling	X**		
Referral of medical problems	X		
Follow-up of referred medical problems	X		
Participation on the Assistance and Consultation team (ACT)	X		

\*With training, if state law allows this function to be delegated.

\*\* Includes employees

## QUESTIONS TO CONSIDER

**When planning the delegation training, keep the following questions in mind:**

**Who's your audience?** When training non-medical employees, it is important to remember they may be unfamiliar with medical terminology.

**What are you training?** Keep the information simple and provide the information in writing for easy reference.

**How much time do you have to train?** Schedule enough time to cover the material effectively.

**Where are you training?** Teaching materials (PowerPoint, overhead, video) may vary depending on the training site's space availability.

**Why is the training necessary?** Explain the importance of delegation.

## DELEGATION OF HEALTH SERVICE(S) TO SCHOOL PERSONNEL

School Year: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

School: \_\_\_\_\_

I have been instructed on my school district's guidelines for:

Employee Initials	Health Services Nurse's Initials	
		Administration of medications on daily basis and field trips
		Administration of medication on field trips only
		Asthma and Mini-nebulizer treatments
		Diabetes and blood glucose monitoring
		Epi-pen
		G-tube feedings
		G-tube medication administration
		Seizure and Diastat
		Trachs and suctioning

I understand that I am to follow district guidelines as delegated by the school nurse. Upon signing this, I consent to perform the health service(s) initialed above by the delegating school nurse and myself, possess the training and skills, and have demonstrated competency to safely and effectively perform the health service(s).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have provided training to this individual on the health service(s) initialed above by the employee and myself in accordance with school district guidelines. She/he has demonstrated knowledge and understanding of this/these health service(s).

\_\_\_\_\_  
School Nurse Stamp/Signature

\_\_\_\_\_  
Date